

## **TEN ACTION STEPS YOU CAN TAKE TO DIVERSIFY YOUR LEGAL SERVICES COMMUNITY**

1. Start a Diversity Coalition in your state or region.
2. Present diversity trainings to your own staff and Board members.
3. Ensure that trainings sponsored by your program are planned and taught by a diverse range of trainers.
4. Nurture diverse new leaders in your program and in your legal services community by: giving them opportunities to expand or hone their skills; mentoring them on some aspect of their work as an attorney or budding manager; checking in with your supervisors to make sure that they are open to cross-cultural mentoring relationships among their staff and other legal services staff.
5. Review your program's affirmative action/equal employment opportunity policy and revise accordingly. Update your workforce analysis and assess where your program is in accomplishing its goals. Does your workforce mirror your client community?
6. Review your sources for recruiting new staff to ensure that you are taking all steps you can to create a diverse applicant pool.
7. Review job descriptions to ensure all job requirements are legitimate.
8. Consider altering your job postings to weigh a candidate's cultural awareness as part of hiring. This would include being a person of color and/or a person with a disability, experience working with people of color and/or people with disabilities who are legal services eligible, experience as a low income person and other criteria.
9. Review your internal operating procedures to ensure that, as much as possible, your systems for assigning cases, special projects or otherwise doling out work are free from subjective preferences and perceived as such.
10. How do you intend to diversify your legal services program? Create your own action step!